

FINANCIAL DISBURSEMENT REPORT 2013

Volunteer Fire Assistance (VFA)

(Name of Department)

(Address, City and Zip Code)

(Telephone Number)

This report must be completed in detail and submitted to the Office of Forestry for review and approval before any VFA grant payment funds will be issued as reimbursement for authorized expenditures. Reimbursement will be made only for previously approved projects and purchases, as specified on your application, on the basis of up to, but not more than 50% of the actual net cost of the items or services purchased. Reimbursement will in no case exceed the amount authorized and awarded in your 2010 grant.

No purchase made prior to **JANUARY 1, 2013** will be accepted for reimbursement during this program year.

All program projects should be completed by **December 31, 2013**. The Finance Disbursement Report **MUST** arrive to the LDAF, Baton Rouge office, by **4:30 PM, March 1, 2014**. Departments failing to report by this deadline will lose their grant eligibility and the funds will be allocated to an alternate department.

In the event that equipment or services purchased cannot be received until after the due date for filing this report, then a receipt for prepayment or deposit on such items may be submitted as proof of intent to purchase, subject to approval by this office, and reimbursement may then still be authorized and payment made. Please identify any such items on your report and give a footnote explanation of each item so identified.

Itemize each purchase and attach invoices and/or receipts, or **legible copies** thereof in the order listed. **Credit card receipts, copies of checks, etc. must accompany the Disbursement Form showing a \$0 balance or proof-of-purchase for each item.** Should any problem or question arise in completing this report, please feel free to request assistance by contacting:

Bret Lane or Sheryl Carnegie
Forest Protection at (225) 925-4500.

DEPT. NAME: _____

GRANT \$ _____

EXPENDITURES FOR
Equipment – Apparatus – Parts – Supplies

List and give complete description of each item and quantity of each. Include here all major and minor equipment purchases, personal protective equipment, safety gear, and communications equipment.

Date of Purchase	Item/Service Purchase	Supplier	Total Cost	Local Share	Federal Share
*****	*****	TOTALS	\$	\$	\$

REMARKS:

Local Share Sub-Total **MUST BE 50%** or more of TOTAL COST.
 Add additional pages if needed.

This financial disbursement report constitutes a formal request for reimbursement of department/community funds expended for acquisition of previously authorized equipment, materials, and services under the Volunteer Fire Assistance Program.

The grantee department/community, through its designated representative, certifies that, to the best of their knowledge, all claims for reimbursement listed on this report are true and correct, and that they will comply with all previously agreed to assurances upon the award of this grant.

Name of Department/Community

Representative's Name & Title
(please print)

Representative's Signature

Department's Federal I. D. Number

Date

IMPORTANT!!

- 1) You must return all pages of this report.**
- 2) Proof-of-purchase must accompany the Disbursement Report.**
- 3) Grants will be forfeited if the Federal I.D. is missing.**
- 4) Submission of "How We Plan to Use" paper ***MANDATORY*****

“How We Plan to Use”

Please summarize the intended usage of the equipment purchased with the V.F.A. cost-share assistance. How will this equipment increase your fire department's protection capabilities? Pictures of the equipment either “idle” or in “usage” would be beneficial for the annual report submitted to the U.S. Forest Service.

Department Name:_____

VFA Grant year:_____

\$ Amount allocated: _____